



# ARCHDIOCESE OF DENVER

## Reporting Form Instructions

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Attached you will find a copy of the 2019 Safe Environment Certification form that is required every year, from every parish in the Archdiocese of Denver. The questions on this certification form are taken from the USCCB annual audit questionnaire.

Annual, national audit findings can be found at [www.USCCB.org](http://www.USCCB.org)⇒Child and Youth Protection⇒Reports and Research⇒2017 Annual Report on the Implementation of the Charter for the Protection of Children and Young People.

Please become familiar with the three areas of safe environment which are outlined in the *Pastor Checklist*. This information is available at [www.ArchDen.org](http://www.ArchDen.org)⇒offices⇒child & youth protection⇒Document Library⇒Pastor Checklist.

**Adults: FORM B:** The Charter also requires that ALL adult employees (regardless of position-if they are paid with a payroll check they are an employee) be safe environment compliant, as well as all volunteers with youth. Employees have 90-days from hire to take training. Volunteers have to take training prior to volunteering with youth. Both are required to have a background check prior to employment or volunteering and sign the new 2015 Code of Conduct. Please indicate total **employees as of 12/31/18**. Do not include clergy, religious, Catholic school employees and Catholic school volunteers on this form.

**Adult Refresher Training: FORM B:** It is required in the Archdiocese that all adult employees and all volunteers with children take refresher training (online is available) and have a new background check every 5 years. Please indicate how many employees and volunteers were due for 5-year refresher training and new background check in 2018 and how many of those were completed. Do not include clergy, religious, Catholic school employees and Catholic school volunteers on this form.

If you or your staff have any questions, please contact me at [Christi.Sullivan@ArchDen.org](mailto:Christi.Sullivan@ArchDen.org) or 303-715-3241

**FORM B – FOR BUSINESS MANAGER – FORM B**

**Safe Environment Certification**

**Due to: Archdiocese of Denver - Office of Child and Youth Protection**  
**1300 South Steele Street Denver, CO 80210 email: [Christi.Sullivan@ArchDen.org](mailto:Christi.Sullivan@ArchDen.org)**  
**No Later Than February 28, 2019**

Parish name and location: \_\_\_\_\_ Other Parishes/Missions-if included: \_\_\_\_\_

Person(s) completing form: \_\_\_\_\_

Pursuant to Article 12 and Article 13, of the USCCB Charter for the Protection of Children and Young People; As Pastor of the above described parish(es) in the Archdiocese of Denver, I have been made aware of and implemented the Safe Environment Program for children, youth, parents, ministers, educators, volunteers and others about the ways to make and maintain safe environment for children and young people. I have also evaluated the background of paid personnel and volunteers whose duties include ongoing, unsupervised contact with minors

**FORM B – FOR BUSINESS MANAGER – FORM B**

**ADULTS-Initial Live Training**

Category	Total # Required to Comply	Total # Trained	Total # to Train	Total # Background checks completed	Total # Background checks to do	Total # 2015 Code of Conduct signed
All Employees* as 12/31/18 full & part time						
Volunteers with minors* as of 12/31/18 (i.e. catechists, youth ministry, scouts, etc.)						

**ADULTS-Refresher Training if serving longer than 5 years**

In the Archdiocese of Denver, a 5-year refresher training and 5-year background re-check is also required. Please indicate those that were due for the 5-year requirement in 2017.

Category	Total # Required to Comply in 2016	Total # 5-year refresher trained	Total # to Train	Total # Background re-checks completed	Total # Background re-checks to do
Employees* (of those in section 2, how many were due for 5-year refresher in 2018?)					
Volunteers with minors* (of those in section 2 how many were due for 5-year refresher in 2018?)					

**(\*excluding clergy, religious, parish school employees and parish school volunteers)**

**(there should be no blank boxes-please indicate total numbers even if total is zero)**

If you have any questions, please contact [Christi.Sullivan@ArchDen.org](mailto:Christi.Sullivan@ArchDen.org) or 303-715-3241

Pastor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (please retain a copy for your records)